

Retention and Classification Report

Agency: Metropolitan Water District of Salt Lake & Sandy (Utah) (3394)

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Records Officer Annalee Munsey

27728 Radio licenses
27426 Salt Lake Aqueduct acquisition files

AGENCY: Metropolitan Water District of Salt Lake & Sandy (Utah)

SERIES: 27728

3

TITLE: Radio licenses

DATES: 2011-

ARRANGEMENT: Numerically by document locator number.

DESCRIPTION:

The purpose and use of these records is to store licenses that allow the District to run the radio system. It includes FCC licenses which establish the transmitter frequencies, call signs, issue date, and expiration date of the broadcast repeater stations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

Legal
47 CFR 74

PRIMARY CLASSIFICATION:

Public

AGENCY: Metropolitan Water District of Salt Lake & Sandy (Utah)

SERIES: 27426

3

TITLE: Salt Lake Aqueduct acquisition files

DATES: 1936-

ARRANGEMENT: Numerical by tract number

DESCRIPTION:

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Digital image: Retain in Office for 7 years and then delete.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

Administrative Historical

These records document land purchases and provide valuable historical information concerning the Salt Lake water system.

AGENCY: Metropolitan Water District of Salt Lake & Sandy (Utah)

SERIES: 27426

TITLE: Salt Lake Aqueduct acquisition files

(continued)

PRIMARY CLASSIFICATION:

Public